

# **CAREER OPPORTUNITY**



## **SARATOGA COUNTY JOB OPPORTUNITY**

### **ANIMAL SHELTER**

#### **DEPUTY DIRECTOR OF ANIMAL SHELTER**

**SALARY: \$53,559 plus Excellent Benefits**

This position is responsible for working hand in hand with the Director of Animal Shelter on the daily shelter operations. In the absence of the Director of Animal Shelter, this employee will act for and in place of the Director. This employee will carry out daily tasks, follow through on matters and take appropriate action to deal with situations in order to ensure efficient shelter operations. Duties are performed under the general supervision of the Director of Animal Shelter with leeway allowed in carrying out day to day activities. This employee ensures that the animals and clients are being served efficiently by a harmonious group of staff members and volunteers. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Economics, Accounting, Animal Science, Animal Industry or a closely related field and two years of full time experience or its part-time equivalent in the care and treatment of domestic animals in a veterinarian's office, kennel, animal shelter, or related work place, one year must have been in a supervisory position; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Business Administration, Public Administration, Economics, Accounting, Animal Science, Animal Industry or a closely related field and four years of full time experience or its part-time equivalent in the care and treatment of domestic animals in a veterinarian's office, kennel, animal shelter, or related work place, one year must have been in a supervisory position.

**This position will be filled provisionally pending the results of a Civil Service examination to be scheduled at a later date.**

**SUBMIT RESUME/APPLICATION TO:**

Marcy McNamara, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, New York 12020

**Last Day to submit application/resume is October 9, 2015**

"An Equal Opportunity Employer with an Affirmative Action Program" Issued: 09/18/15